

SECTION 1.0 REQUIREMENTS AND PREREQUISITES

1.1 Introduction

This manual provides instruction on how to use the Electronic Case Filing System. ECF, as the system is referred to throughout this manual, allows users to electronically file court documents, view official docket sheets and documents associated with cases, and query various case reports via the Internet. This system follows, and shall be used in conjunction with the naming, format conventions, and procedures set out in the Federal Rules of Civil Procedure, the Local Rules of the Eastern District of Wisconsin, and the Policies and Procedures of the United States District Court for the Eastern District of Wisconsin.

1.2 User Experience

- (a)** ECF participants should have a working knowledge of Windows 95 or higher, including:
 - Opening and closing programs
 - Moving, minimizing and maximizing windows
 - Operating menus, text fields, drop down list boxes, scroll bars and other windows objects using the keyboard and a mouse
 - Switching between programs using a mouse and a keyboard
 - Understanding files and directories and file system hierarchy
 - Selecting multiple items from a list.
- (b)** ECF participants should have a working knowledge of the use of an Internet browser and should know how to:
 - Locate and browse a specific web address by typing the address in the location field
 - Create and use bookmarks / favorites
 - Identify and operate hypertext links
 - Print from a web browser.
- (c)** ECF participants should know how to use word processing software.
- (d)** ECF participants should also be familiar with Adobe Acrobat document conversion protocols.

1.3 Hardware Requirements

- (a)** A personal computer running a standard platform such as Windows or Macintosh
- (b)** A scanner to transmit documents not in a word processing system

1.4 Software Requirements

- (a) Netscape Navigator 4.6 or higher, or Microsoft Internet Explorer 5.5 or higher
- (b) Internet access supporting a transfer rate of 28.8kbs or higher
- (c) Word processing software such as Corel WordPerfect or Microsoft Word
- (d) Software to convert the documents into a portable document format (PDF)
- (e) PACER account to access the system

1.5 Registration

Registration is required for participation in ECF. Registration forms may be obtained from the Clerk's Office or via the court's web site address: www.wied.uscourts.gov.

1.6 ECF Login & Password

New users will receive login and password identification following registration. To ensure the integrity of the court's electronic case files, users must employ the highest standard of care in safeguarding the login and password. In no instance shall an attorney communicate this information to anyone unless the recipient is an employee of the attorney or law firm. Such communication may only be made in conjunction with caution to the recipient that the ECF login and password may only be used in exercise of the attorney's authority as an officer of this court and that it constitutes the filer's signature pursuant to **Fed. R. Civ. P. 11** on all submissions made to the system. If an attorney has forgotten or misplaced their login and/or password, they should contact the court to have new ones issued.

1.7 PACER (Public Access to Court Electronic Records) Account

Non-court user's must have a PACER Account. The U.S. Congress has given the Judicial Conference of the United States authority to impose user fees for electronic access to case information. All registered agencies or individuals will be assessed the charge of \$.08 per page. Generally, a page is defined as 54 lines of data. Additionally, there is a cap on the eight cents per page charge for a maximum of \$2.40 (the equivalent of 30 pages) for electronic access to any single document. When charges are accrued, a transaction receipt will appear before the document is viewed. This receipt will indicate the date and time of the transaction, the type or description of the transaction, the number of pages billed and the cost for that particular transaction. The user can click the "View document" button to proceed, or use the browser's Back button to cancel the request.

The PACER Service Center sends quarterly statements to account holders. For any balance that is less than \$10, payment will be deferred until the next quarter. For

more information regarding billing and payment requirements and to obtain a registration form, contact the PACER Service Center by calling (800) 676-6856 or (210) 301-6440, or via e-mail at <http://pacer.psc.uscourts.gov/>. There is no fee to obtain the account. It takes approximately one week to receive a login and password from the PACER Service Center.